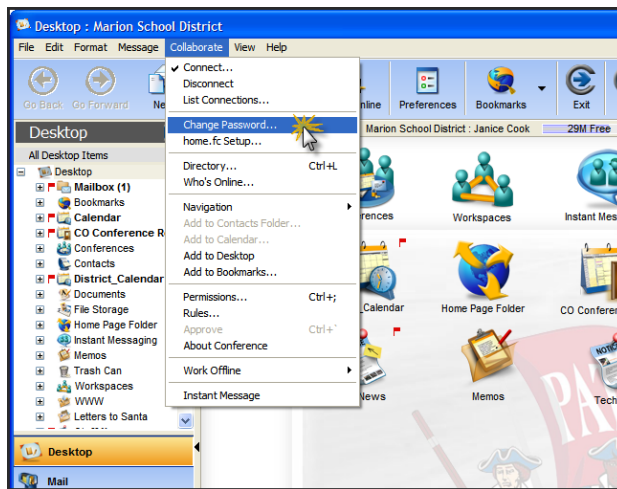


First Class Step-By-Step

Courtesy of Marion County School District

❑ Changing your password

1. From the FirstClass desktop go to the **Collaborate** menu.



2. Mouse down and click **Change Password**. The Change Password dialog box appears.

3. In the **Change Password** dialog box type the old password (2189temp2010). Then type your new personal password twice.

4. Click **OK**

5. Please remember your password! We cannot retrieve it for you, we can only reset it. DO NOT post this password near your computer, or make it public knowledge.

❑ Reading your mail

Each time you receive a new message it will appear in your **FirstClass Mailbox**. You can view your e-mail messages by clicking the **Mailbox** icon on the **FirstClass Desktop**

The status of messages in your mailbox can be determined by the flags or lack thereof associated with each message. Messages with:

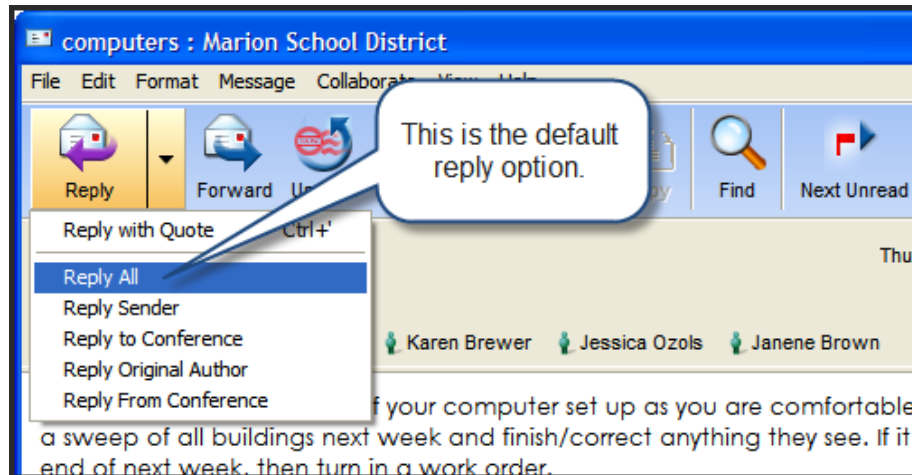
- No flags are those that you have received and opened.
- Red flags are new messages that you have not yet opened.
- White flags are messages that you have created, but have not yet sent.

Messages with small paperclip icons next to them are messages that have files attached.

❑ Reading and replying

You can view the text of any message by simply double-clicking on the message in the mailbox.

FirstClass provides several methods of replying to messages.



1. ***Reply All** – Use this button to send your reply to everyone who received the original message. Be very careful about using this option.
2. **Reply Sender** – Use this button to send your reply to the person who sent the original message only. Reply Sender is appropriate for most of your FirstClass messages.
3. **Reply With Quote** – Quotes the original message and sends the response to everyone who received the original message. You can also quote an original message in a reply by selecting the portion of the text you would like to quote and clicking the **Reply Sender** button. In this way you will send your reply only to the original author

❑ **Sending messages**

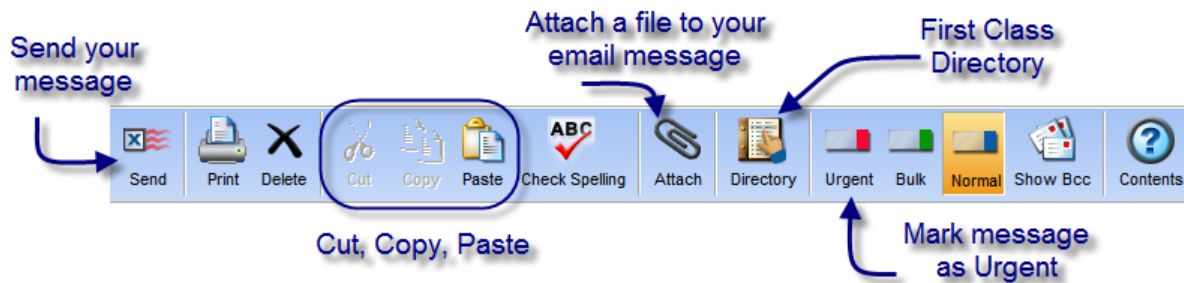
Sending messages within **FirstClass** works much the same as sending messages in other e-mail programs that you may have used.

1. Begin by clicking the **New** message button from any FirstClass window.
2. In the **New Message** window complete the *Subject:* and *To* fields. You may list as many recipients as you wish.

If you are addressing your message to someone outside of SEDOL you must enter the full e-mail address.

Once you have addressed the message, you must press **Enter** with the insertion point still in the *To:* text box.

3. You may also send a copy of your message to another recipient by completing the *CC:* field. You may also include as many names here as you wish.
4. Type your message text in the document window.
5. Click the **Send** button on the message toolbar.



❑ Working with file attachments

1. Click the **Attach** icon on the toolbar to open the **Upload File** window.
 - Using the **Upload File** window navigate to the appropriate file on your computer's hard drive or other storage device.
 - Double-click the appropriate file or click once and then click the **Select** button. The file is attached to your e-mail message and will be available for download to all recipients.

Recipients may view attached files by double-clicking on the attachment in the message window. This will automatically download the attached file and open it with the appropriate program.

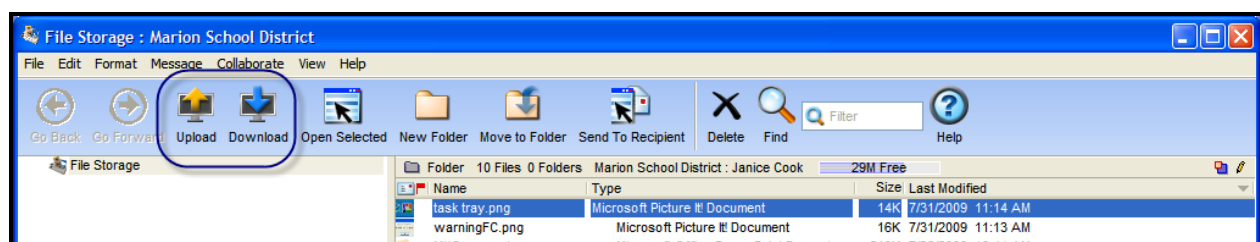
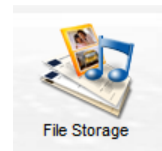
You may also save the attachment to a specific file on your computer by right clicking on the name of the attachment and selecting **File > Save Attachment** to open the **Save As** window. In the Save As window navigate to the appropriate location for storage of the file and click the **Save** button. The file will be saved to the chosen location.

2. **Attaching files the easy way:** Navigate to the file that you want to attach > click and drag it to the email message envelope area and drop it there!

❑ Using FirstClass to store or transfer files between computers

You can easily use your FirstClass account to store files or to transfer them between computers.

1. Open the **File Storage** folder on your FirstClass Desktop.
2. Use the **Upload File** window to navigate to the file you wish to store on the FirstClass server.
3. Once you have located the desired file on your computer select it and click the **Select** button to begin the upload process.
4. Close the **File Transfer** window when the transfer is complete.



Once you have uploaded files to your FirstClass account you can download those files to any computer with access to FirstClass.

1. From within the **File Storage** Folder, click once on the appropriate file to select it.
2. Click *Download* to open the **Save As** window.
3. In the **Save As** window navigate to the location on your computer in which you would like to store the file.
4. Click *Save*.
5. Close the **File Transfer** window when the transfer is complete.

❑ **Creating folders**

You may wish to create new folders within your FirstClass account to help organize incoming and outgoing messages. When creating folders be sure that the window in which you wish to place a new folder is active.

1. Choose **File > New > New Folder**. A new unnamed folder will appear in the active window.
2. Click once on the new folder to select it.
3. Choose **File > Properties** to open the **New Folder Info** window
4. Enter a new name for the folder. (Right-clicking works also)
5. Click **OK**
6. You can now move files and other items between folders by dragging and dropping.
7. You may also create sub-folders within each of your new folders.

❑ **Contacts**

Like most e-mail programs FirstClass allows users to store information about frequently used or important e-mail contacts. To create a new contact:

1. Choose **File > New > New Contact** to open the **New Personal Address** window
2. Fill in as much contact information as you wish or know.
3. Closing the **New Personal Address** window will save the new contact.

Personal Address (First: Marion School District)

File Edit Format Message Collaborate View Help

Save and Close Print Copy Paste Find

First name: Middle name: Last name: Title: [v]

Job title: Company: Department: Office:

Voice/Fax Email/URL Address Notes Attachments

Business **Personal**

Work phone 1: Home phone 1: [v]

Work phone 2: Home phone 2: [v]

Pager: Mobile phone: [v]

Work fax: Home fax: [v]

Manager: Assistant: [v]

Phone: Phone: [v]

Verdana 14 [v] Left Insert...

100%

❑ Mail lists

Mail lists are great time savers if you send regular emails to groups of people. To create a new mail list:

1. Go to > New > New Mail List to open the **New Personal Mail List** window.
2. Enter a name for the new mail list
3. Enter the names of the contacts that should be included in the list. For Marion School District employees with FirstClass accounts you need only enter their name or a portion of their name. For individuals outside of Marion School District you will need to enter the full e-mail address.
4. When you are finished, click OK
5. To address an email to the mail list, simply follow the same procedure as detailed on page 4 of this handout.



❑ Viewing your personal contacts

You may view your personal addresses and mail lists by clicking the **Contacts icon** from the FirstClass desktop, or Launch Bar to open the **Contact Database** window. Both your personal addresses and your created mail lists will appear in the **Contact Database** window.

You can create new mail to those in your **Contacts Folder** by typing the contact or mail list name in the *To:* field of a new message.

❑ District Directory

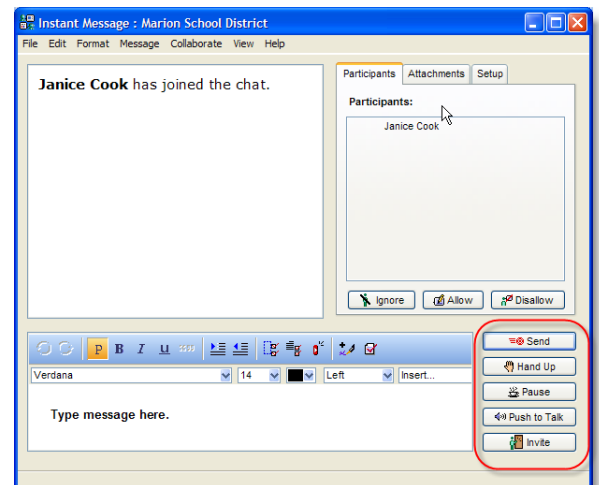
To view the names of all Marion School District employees and students with FirstClass accounts as well as all district conferences and folders, choose the *Directory* button from the FirstClass desktop to open the Directory window.

Note that the contents of your **Contacts Folder** also appear at the top of the district directory. Only your personal contacts appear. Other FirstClass users do not have access to the contents of your **Contacts Folder**.

Instant Messaging

FirstClass provides real-time instant messaging for its users. To initiate a private chat with another user:

1. Double click the Instant Message button on the Desktop.
2. Click the *Invite* button to see a list of users who are currently online.
3. Select an online user from the list and click the *Select* button to send the user an invitation to join the chat session.
4. Communicate with those in your chat by typing your text in the large text box at the bottom of the **Instant Message** window. A dialog of your conversation will be displayed in the **Dialog Box** near the top of the **Instant Message** window.
5. End or exit the chat session by closing the chat window.

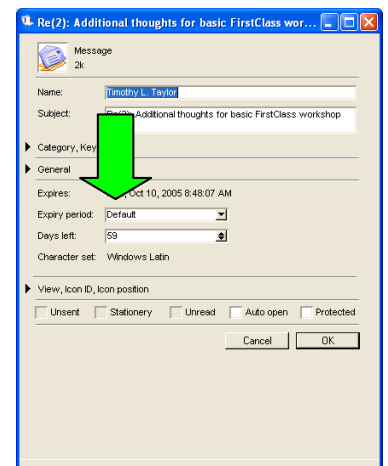


□ Editing your FirstClass Preferences

1. Every message will be deleted automatically at 3:00 a.m. on the 75th day after it was received.
2. To change the expiration period select **File > Properties > Expiry Period**

□ Signature

1. Click **Edit>Preferences**
2. Select "messaging" from the menu bar
3. Click the "Signature" tab
4. Add your signature information
5. Be sure to select the Add to new mail option



□ Logging out

To log out of your FirstClass account choose **File > Exit**.